

30 DJC CASE MANAGEMENT MANUAL GLOSSARY

The definitions of the terms in this glossary include a reference to the chapter(s) of the CMM or other written resource in which the term is used.

Action Needed Request (ANR) (DOC-1734)	A form used by JPRC members to request a special review of a youth or communicate information and actions not reported in the regular reporting formats such as in a Progress Summary or in a formal review. [chapters 5 & 10 CMM]
ADI-L	Adolescent Diagnostic Interview-Light; instrument administered to youth who score at a specified level on the COMPAS\–Youth substance abuse scales to further evaluation dependence/addiction issues. [ch. 4 CMM]
Adjudication	Finding of guilt by a juvenile court; juvenile is adjudicated delinquent for committing, attempting, conspiring or being a party to an offense..
Administrative confinement	Special legal status of a youth in a JCI when youth presents a risk of harm to self or others, escape or creating a disturbance. [ch. 24 CMM]
Administrative detention	Procedure whereby a youth on community supervision returns to a JCI pending termination of type 2 or aftercare supervision due to a violation of rules/conditions or a non-disciplinary return to a JCI due to unsuitability of current placement. [chapters 7, 15 & 17 CMM]
Administrative directive	Policy issued by DJC administrator that governs non-case management procedures relating to JCI's and community corrections. [MyDOC (About DOC/Policies & Procedures)].
Administrative discharge	The termination of a youth's commitment order by DOC. [ch. 18 CMM]
Administrative rules	Legal provisions contained in the Wisconsin Administrative Code. [ch. 1 CMM]
Administrative transfer	An action by OJOR to move a youth from a JCI to type 2 supervision in the community. [chapters 5 & 10 CMM].
Administrator	The administrator of DJC
Admission assessment dialog	Series of questions regarding a youth posed in JJIS with data entered by JCI social worker after the initial JPRC. [ch. 4 CMM]
Adult	An individual aged 18 years and older except, for the purpose of criminal prosecution in Wisconsin, a person aged 17 years and older. A person under 18 years old convicted in criminal court as an "adult" is not legally an adult with respect to rights such as voting, entering into a contract and consenting to medical treatment. A youth aged 18 years and older under a juvenile court order is an adult for legal purposes.

Aftercare	<p><u>Legal Status Definition:</u> Under s. 938.34 (4n), Stats., DOC or a county department of human/social services provides aftercare supervision to a youth upon release from a JCI. Administrative rules applicable to an aftercare youth differ from those for youth under type 2 supervision. “Parole” is not a proper term for DJC supervision; it applies to DCC supervision.</p> <p><u>Billing Definition:</u> For billing purposes, DJC uses the term “aftercare” in a different way than the legal status definition. DJC bills counties at an “aftercare” or “corrective sanctions” rate depending on the intensity of supervision being provided.</p> <p><u>Supervision Definition:</u> DJC supervises youth at different levels of intensity. Youth in type 2 status and sex offenders are generally supervised more closely than a youth on aftercare supervision. However, when a youth in type 2 status makes significant progress or is placed in alternate care, an agent may decrease supervision to an “aftercare” level without legally releasing the youth to aftercare supervision.</p>
Aftercare violation	Failure by a youth to comply with rules and conditions of aftercare supervision. Some refer to this as “parole violation” or to a youth as a “parole violator (PV)” which are not correct legal terms. [ch. 17 CMM]
Aftercare revocation	Process whereby a youth’s aftercare community supervision status is withdrawn resulting in the return of the youth to a JCI. Some refer to aftercare revocation as “parole revocation” which is not a correct legal term. [ch. 17 CMM]
Agent/field agent	A DJC employee assigned to a youth primarily to provide community correctional supervision for an adjudicated delinquent following placement in a JCI. (DOC position classification is Probation and Parole Agent.) [chapters 4, 10 & others]
Alternate care placement (out of home placement)	Supervised placements for youth outside their own homes or a JCI, such as a Residential Care Center, type 2RCC, group home, foster home or treatment foster home. [chapter 10 CMM]
AODA Program	Alcohol and Other Drug Abuse; standardized program offered at JCI’s. See SUD [ch. 7 CMM]
Apprehension request	To pick up and detain a youth for violating a condition of community supervision. [chapters 15 & 17 CMM]
ART	Aggression Replacement Training
Assessment and Evaluation (A&E)	The orientation and evaluation process during the first 21 days of a youth’s admission; referred to also as “reception.”. [ch. 4 CMM]
Assessment and Evaluation Report (AER) (DOC-1933)	The written comprehensive assessment of the youth’s background and needs prepared at the JCI during the A&E. [ch. 4 CMM]
Assistant Administrator	DJC assistant administrator works in Central Office in Madison and is

	responsible for various aspects of the operation of Type 1 secure juvenile correctional institutions and community programs
AWOL	Absence Without Leave: youth is not at the assigned location at the scheduled time. Term used primarily for youth on community supervisions. [ch. 13 CMM]
Broad goals	Standardized goals included in a youth's Individual Case Plan. [chapters 5 & 6 CMM]
Cadet Achievement Program (CAP)	Former boot camp type program at LHS. Replaced by PRIDE in 2011.
CANS	Child and Adolescent Needs and Strengths: a tool for assessment of and communication about youth and family factors affecting the need for treatment and placement. [chapter 4 & 10 CMM]
Career Scope	Standardized instrument administered to evaluate a youth's career interests and aptitudes. [ch. 4 CMM]
Case Management Audit	A systematic review process used as a management tool to monitor JCI and community corrections staff performance with respect to the Case Management System. [ch. 28 CMM]
Case Management System	Standardized case management practices that incorporate the principles of best correctional practice, implement the law, and follow DJC vision, mission, goals and guiding principles. [ch. 1 CMM]
Cash grant	Amount of money given to a youth upon departure from a JCI for expenses on that day. [ch. 18 CMM]
Central Office (CO)	The administrative office of DOC and DJC located in Madison.
Chapter 48, WI Stats.	The Children's Code is the chapter of the Wisconsin Statutes that governs procedures relating to child welfare and protection; does not include statutes relating to the juvenile justice system.
Chapter 938, WI Stats.	The Juvenile Justice Code is the chapter of the Wisconsin Statutes that governs the juvenile justice system. [ch. 1 CMM]
Chapter 980, WI Stats.	The Sexually Violent Persons Act, is the chapter of the Wisconsin Statutes that governs procedures for the civil commitment of sexually violent persons after they complete their correctional supervision. [ch. 22 CMM]
Ch. 980 evaluation	Evaluation of a sex offender performed prior to the return of a youth to the community from a JCI to determine whether the individual has a mental disorder that makes it likely the youth will present a risk to the community and should be retained in custody. [ch. 22 CMM]
Committing county	Refers to the county in which the youth was adjudicated. [chapters 3, 5 & 10 CMM]
Community notification	S. 938.51, Stats., requires DJC to notify certain community agencies upon specific movements of youth. [Ch. 12 CMM]
Community (field) supervision	Correctional supervision by DJC or a county department of social/human services following placement at a JCI; aftercare or type 2 secured

	correctional facility. [chapters 10 & 13-17 CMM]
COMPAS	Correctional Offender Management Profiling for Alternative Sanctions: a suite of assessment, case planning and case management software products used by DAI, DCC, DJC and some county agencies [chapters 4, 6, 7, 10, 13-18 CMM]
COMPAS case plan	JCI and field framework for treatment and supervision, based on criminogenic needs identified by COMPAS. [ch. 6 CMM]
COMPAS case plan update	Quarterly review and summary of youth's case plan activity and progress. [ch. 6 CMM]
Complaint procedures	Steps by which DJC youth submit a complaint regarding certain aspects of their JCI and/or community supervision. [ch. 23 CMM]
Conduct report (JCI)	A written report regarding a youth for a major rules violation as defined by Chapter DOC 373. [Guide to Administrative Rules]
Conviction	A finding of guilt by a criminal court. [ch. 20 CMM]
Corrective sanctions agent	DJC community Corrections staff member assigned the responsibility of planning and monitoring activities of youth in YCSP. [ch. 13 CMM]
Corrective Sanctions Program (CSP)	A type 2 status correctional program in which youth are placed from a JCI into the community with daily contact, close supervision and electronic monitoring. [chapters 10, 13 and 15 CMM]
County Agency	Any agency or agencies of county government providing services to a youth adjudicated delinquent; usually a county Department of Social Services or Department of Human Services. [chapters 5 & 10 CMM]
Counseling	First stage of disciplinary proceedings for youth who violates a rule/condition of aftercare supervision. [ch. 17 CMM]
Current Status Report (CSR) (DOC-1935)	The report by an institution social worker updating the case record when a youth returns to a JCI; generally after an absence of less than 6 months. [ch. 3 CMM]
Delinquent	A youth who is 10 years of age or older who has violated criminal statute; i.e., a juvenile court adjudicates a juvenile delinquent when found to have committed a violation of the criminal law. [ch. 3 CMM]
Department of Children and Families	Department that oversees child welfare programs and alternate care facilities. [chapters 6, 7 & 10 CMM]
Department of Health Services (DHS)	Department that operates MJTC. [chapters 3, 7 & 8]
Department Order	<p>A document representing a decision/directive of the Office of Juvenile Offender Review (DOC-1722a) [chapters 5 & 10]</p> <p>Decision by DJC Administrator to administratively discharge a youth from correctional supervision (DOC-1722) [ch. 18]</p> <p>Decision by the DJC Administrator to revoke a youth's aftercare supervision (DOC-1700) [ch. 17]</p> <p>Decision by the DJC Administrator to terminate a youth's type 2</p>

	supervision status (DOC-1722b) [ch. 15]
Disposition hearing	The juvenile court hearing at which a judge determines whether or not a juvenile is adjudicated delinquent for the offense(s) stated in the Petition for Delinquency. [ch. 3 CMM]
Dispositional order	The written juvenile court order detailing the length of the juvenile's commitment, type of placement, special requirements such as sex offender registration based upon the dispositional hearing. [ch. 30]
Dispositional report	Statutorily required report written by a county agency that contains background information about the youth and her/his family; used by the judge when issuing the dispositional order. [ch. 3 CMM]
Division of Juvenile Corrections (DJC)	A division of DOC responsible for overseeing the court ordered correctional supervision of an adjudicated delinquent from commitment to a secured juvenile correctional institution until the end of the court order.
DNA specimen	Human biological specimen obtained with a cotton swab swiped across the inside of a youth's cheek; ordered by a court. [ch. 22 CMM]
DOC number	Unique number assigned to an individual upon placement in a correctional facility that continues until all supervision ends. DOC-number is sometimes referred to as a J-number when assigned to a juvenile. That individual would retain the same number if later placed in the adult correctional system. [ch. 3 CMM]
Dodge Correctional Institution (DCI)	The adult prison which serves as the reception center for male prisoners. Some juveniles may be placed in a JCI from DCI or go to DCI from a JCI. [ch. 20 CMM]
Education director	The administrator responsible for the school program in a JCI including graduation requirements, HSED examinations, educational records, LifeWork Education programming and teacher supervision.
Educational Evaluation Report (EER) (DOC-1936)	A written report completed by teachers during A&E that describes the youth's prior school history, identifies primary learning styles and educational deficits and recommends an individual educational plan. [ch. 4 CMM]
Electronic monitoring	A component of YCSP requiring a youth to wear an ankle bracelet, which detects electronically whether the youth is at his or her home at specific times. [chapters 10 & 13 CMM]
Expiration	The expiration of a youth's commitment; i.e., date stated on the court dispositional, change of placement or extension order. [chapters 3 & 18 CMM]
Extension order	A court order lengthening the period of time that the committing court initially placed a youth under the legal supervision of the DOC. [ch. 9 CMM]
Extension petition and request (report)	Documents required to request the committing court to revise the expiration date of a court order to provide additional commitment time. [Ch. 9 CMM]

Fact-finding hearing	Court hearing held if the youth contests the delinquency petition, at which the prosecutor must prove that the youth committed the offense(s) specified in the petition; occurs prior to placement at a JCI unless youth commits new offense. [ch. 9 CMM]
Family and Home Assessment (FHA) (DOC-1939)	A narrative report prepared by the youth's agent (except for youth from counties that provide their own aftercare) as part of A&E that includes information about the youth's family. [ch. 4 CMM]
FBOP	Federal Bureau of Prisons; some youth found guilty of federal offenses are placed in a JCI. [ch. 3]
Felony	An offense for which the penalty is imprisonment in a state prison. [Ch. 3 CMM & Table of Offenses]
Field Case Audit	An evaluation of a youth's case file maintained by an agent to assess compliance with case management responsibilities. [ch. 28 CMM]
Field notice	Policy issued by DJC administrator that governs non-case management procedures relating to community corrections. [MyDOC/About DOC/Policies & Procedures/DJC/DJC Field Notices].
Field restitution	Amount of money determined by an agent and supervisor that a youth owes for damaging state property such as electronic monitoring equipment. [Ch. 21]
Formal JPRC Review/Conference	A formal meeting of JPRC members, chaired by the OJOR reviewer, to determine broad goals and assess issues of administrative transfer, release to aftercare, discharge and extension; held at the end of A & E and every 3-6 months thereafter for youth in a JCI. [ch. 5 CMM]
Foster Home	A facility licensed by DCF to provide maintenance and care for no more than 4 youth, unless all the youth are siblings; option for placing youth upon return to the community after placement in a JCI. [ch.10]
Furlough	An authorized leave from a JCI for a period of no more than 7 days. [ch. 8 CMM]
Group Home	A facility licensed by the DCF for the care and maintenance of 5 to 8 youth; option for placing youth upon return to the community after placement in a JCI. [ch.10 CMM]
Guide to Administrative Rules	Publication explaining the chapters of Wisconsin Administrative Code that apply to the juvenile justice system. [ch 1 CMM]
HSED	High School Equivalency Degree. [ch. 7 CMM]
HSU	Health Service Unit at a JCI that provides medical care to youth.
Human Biological Specimen	Section 938.34 (15), Stats., requires youth adjudicated for specific offenses and/or convicted for any felony to provide a specimen of his or her DNA for analysis. [ch. 22 CMM]
Individual COMPAS Case Plan (ICCP)	A youth's case plan written within 21 days of the initial JPRC and updated by the assigned social worker/agent every 90 days throughout youth's correctional supervision. [ch. 6 CMM]

Individual Education Plan (IEP)	Written education plan compiled for each institutionalized youth, includes annual goals and objective measurements. [ch. 7 CMM]
Informal OJOR Review or Routine	A meeting between the OJOR reviewer and youth attended by only the youth and the reviewer. [ch. 5 CMM]
Institution	A Type 1 juvenile correctional institution (JCI), Copper Lake School, and Lincoln Hills School are operated by DOC. Mendota Juvenile Treatment Center houses DJC youth, but is operated by Dept. of Health Services. [ch. 3 and others; DOC website at DJC; type 1 institutions]
Institution restitution	Amount owed by a youth for damage to property or health care costs incurred by a person injured by a youth; part of a summary disposition or major disciplinary hearing. [Ch. 21 CMM]
Intensive Supervision Program	A community based juvenile justice program providing intensive supervision for youth adjudicated delinquent, including intensive surveillance and community-based treatment services and which may include electronic monitoring. DJC provides technical assistance, but does not operate Intensive Supervision Programs. [DOC website at DJC; Technical Assistance to Counties]
Inter-institution transfer	Movement of a youth from one JCI to another. [ch. 8 CMM]
Internal Management Procedures (IMP)	Policy issued by DJC administrator that governs non-case management procedures relating to a JCI. [MyDOC/About DOC/Policies & Procedures/DJC/IMPS].
Interstate Compact for Juveniles	A federal agreement, s. 938.999, Stats., between states regarding the transfer of supervision of delinquent juveniles and the return of runaway youth to their home states. [ch. 19 CMM]
J-number	Unique number assigned by DOC to a juvenile upon commitment to a JCI. Best practice is to refer to the number as a DOC number rather than J-number because the number will remain assigned to the individual if later convicted in criminal court. [ch. 3 CMM]
Juvenile Cognitive Intervention Program (JCIP)	Three phase standardized program offered to DJC youth with phases 1 and 2 generally being in the JCI and phase 3 in the community. [chapter 7, 13 and 16 CMM]
Juvenile Correctional Institution (JCI)	Type 1 secured institutions including Copper Lake School (CLS), Lincoln Hills School (LHS), and Mendota Juvenile Treatment Center (MJTC) [ch. 3 and others CMM]
Joint Planning and Review Committee (JPRC)	Multi-disciplinary committee that makes recommendations for youth regarding broad goals and plans for returning to the community. OJOR issues Department Orders based upon JPRC recommendations. [ch. 5 CMM]

Juvenile	A person who is less than 18 years of age; except that for purposes of prosecuting a person in Wisconsin who is alleged to have violated a law, "juvenile" does not include a person who has attained 17 years of age.
Juvenile Classification System	A structured and consistent method of case decision-making used by counties based upon an assessment of a youth's delinquency history, service needs and risk of continued delinquent behavior. Counties use table of offenses and standardized instruments developed by DJC.
Juvenile Justice Code	Chapter 938 of the Wisconsin Statutes that governs the juvenile justice system in Wisconsin. [ch. 1 CMM]
Juvenile Justice Information System (JJIS)	Computerized database into which case management information is entered by DJC staff. [ch. 3 & others CMM]
J-SOAP II	Juvenile Sex Offender Assessment Protocol II: Four scales to measure static and dynamic factors related to risk of re-offense.
Legal Custody	A legal status created by court order which confers the right and duty to protect, train and discipline a juvenile, and to provide food, shelter, legal services, education and ordinary medical and dental care. (s. 938.02, Stats.). DJC does not assume legal custody of a juvenile; court places juvenile under DOC supervision. [ch. 3 CMM]
Legal Guardian	A person appointed by a court to have the duty and authority to make decisions for another person who by reason of age or mental incapacity cannot make his or her own decisions; per Ch. 880, Stats. [ch. 9]
Liaison agent	DJC agent assigned to a specific Residential Care Center. [chapters 10 & 14 CMM]
LifeWork Education Portfolio	Folder containing career development information for a youth. [chapter 7 & others CMM]
LifeWork Education Program	.Standardized career development program designed to assist youth to develop the skills needed to obtain and retain meaningful employment. [chapters 4, 6 & 7 CMM]
Master Records	DOC office responsible for assigning a DOC number to each adjudicated juvenile committed to a JCI and keeping official records for DOC. [ch. 3 CMM]
Mendota Juvenile Treatment Center (MJTC)	Secured mental health unit for male youth transferred from other secured correctional institution, located at the Mendota Mental Health Institute (MMHI) and administrated by DHS. [chapters 7 & 8]
Misdemeanor	Offense for which incarceration in a state prison is not an option; fines and jail time are imposed. [Table of Offenses in Groups; DJC Case Management Manual]
Motivational Interviewing	A strength-based approach to building a positive professional relationship between youth and staff. Assists youth in taking the lead in determining goals and how to reach them. [ch. 6 CMM]

Observation Status	Special legal status of a JCI youth for mental health or medical observation. [ch. 25 CMM]
Off-grounds activity	An authorized supervised leave from a JCI for a period of no more than 24 hours. [ch. 8 CMM]
Office of Juvenile Offender Review (OJOR)	DJC office responsible for chairing formal JPRC conferences and conducting routines (informal conferences), establishing a youth's broad goals and making decisions regarding release to aftercare, administrative transfer to type 2 facilities, recommended referral for Ch. 980 prosecution, petitions for extension and administrative discharge. [ch. 5 CMM]
Office of Legal Counsel (OLC)	Department of Corrections attorneys. [ch. 1 CMM]
Office Operations Associate (OOA)	Secretarial/clerical staff at JCI's that perform numerous record-keeping tasks. [ch. 3 CMM]
Order to detain	Legal document directing an entity having control of a youth to notify another entity with the legal authority to take the youth into custody when the youth is no longer under the control of the holding entity so that the entity that issued the Order to Detain can take the youth into custody [chapters 3, 9 & 10 CMM]
Orientation	Statutorily required information provided to a juvenile upon admission to a JCI. [ch. 4 CMM]
Original adult court jurisdiction	Statutes define the offenses for which a juvenile at a certain age is automatically under the jurisdiction of adult criminal court. [ch. 9 CMM]
Out-of-home placement (alternate care placement)	Placement of a youth in a residential location other than the home of a parent including, but not limited to a relative's home, non-relative's home, licensed foster home, licensed treatment foster home, licensed group home, licensed residential care center or type 2 residential care center. [ch. 10 CMM]
Permanency Plan	A document required by state and federal law that describes a plan for reuniting with her/his family a juvenile residing in an out of home placement (a JCI) or for ensuring that the juvenile quickly attains a placement with long-term stability. [ch. 10 CMM]
Plea hearing	The first court hearing held after filing of the delinquency petition to determine the youth's plea to the petition. [ch. 9 CMM]
PRIDE	Personal Responsibility and Integrity in your Daily Environment. LHS 90 or 120 day cognitive and experiential program. May be a contract exit or direct commitment program. [ch. 7 CMM].
Program activity documentation	Records maintained by various DJC staff in JCI's and the community to document that a youth has participated in an activity/program/service. [ch. 6 CMM]
Program Review Committee (PRC)	A multi-disciplinary committee, which reviews adult cases periodically to make program and placement decisions; only applies to youth with a criminal conviction. [ch. 20 CMM]

Progress Summary (DOC-1941)	A JJIS screen for reporting on the progress of the youth with respect to the Individual Case Plan (ICP) to be updated by a social worker or agent every 90 days. [ch. 6 CMM]
Psychotropic medication	Medication used in the management of mental illness. Special procedures are available for obtaining court authority to administer under certain circumstances. [ch. 9 CMM]
Regional Chief	The DJC regional manager responsible for oversight of community supervision programs.
Release to aftercare	Decision by OJOR to authorize the movement of a youth from a JCI to the community on state or county aftercare supervision. [chapters 10 & 16 CMM]
Residential Care Center (RCC)	Private sector institutions licensed by the DCF to provide care to more than 8 youth outside of their homes; option for placing youth upon return to the community after placement in a JCI. [ch.10 CMM]
Restitution	Amount of money owed by a youth to pay financial obligations; may be court-ordered or established by DOC. [ch. 21 CMM].
Reverse waiver	A legal decision by a court that results in a juvenile being placed under the jurisdiction of a juvenile court even though the offense with which the juvenile is charged is one that automatically falls under the jurisdiction of criminal court. [ch. 9 CMM]

RTM	Read the Manual; advice to all DJC staff with case management responsibilities. [ch. 1 CMM]
Sanction	Placing a type 2 youth at a JCI or jail/detention for a short-term consequence for a major rule violation or a series of minor violations. [ch. 17 CMM]
Secure Detention	A county operated DOC-approved facility for detention of juveniles involved in the juvenile justice system. LHS operates as a detention facility for certain counties. [ch. 3 CMM]
Secured juvenile correctional institution placement	Disposition in a juvenile court order placing an adjudicated juvenile into a JCI. [ch. 3 CMM]
Serious Juvenile Offender (SJO)	A youth placed by a court in the SJOP based on the seriousness of his or her offense based upon s. 938.34 (4h), Stats. [chapters 3, 7 & 13 CMM]
Serious Juvenile Offender Program (SJOP)	A dispositional option available to the court under s. 938.34 (4h), Stats., for youth 14 years or older who commit certain offenses that would be felonies if committed by an adult; commitment may be for 5 years or until age 25 years. [chapters 3 & 13 CMM]
Sex Offenders Accepting Responsibility (SOAR)	Specialized treatment program in a JCI primarily for youth who have committed sex offenses. [ch. 7 CMM]
Sex Offender Registry	The DOC program responsible for tracking sex offenders. [chapters 3 &

Program (SORP)	22 CMM]
Sexually Violent Person	An individual who committed a sexually violent offense, and is later found by a civil court under Ch. 980 to be dangerous because of a mental disorder that makes it more likely than not that the person will engage in acts of sexual violence. [ch. 22 CMM]
Sexually Violent Persons Committee (SVPC)	Committee of JCI staff that meets to recommend whether a referral should be made to civilly commit a youth under ch. 980, Stats., when his or her correctional commitment terminates. [ch. 22 CMM]
Security Internal Management Procedure (SIMP)	Confidential policy issued by DJC administrator that governs non-case management procedures relating to security in a JCI.
SID Number	A State Identification Number issued to a unique offender by the WI-DOJ upon receipt of a set of scanned fingerprints taken by a law enforcement or corrections agency.
SMART objectives	Objectives included in a youth's Individual Case Plan must meet SMART criteria: specific, measurable, achievable, realistic and time-dated. [ch. 6 CMM]
Special Education Needs (SPED) Program	A program for youth with special education needs. Placement into this program requires permission of the parent(s) or guardian. [ch. 7 CMM]
Statement of Work (SOW)	Part of a contract with the Federal Bureau of Prisons for youth placed in a JCI for commission of a federal offense. [chapters 3 & 7 CMM]
SUD	Substance Use Disorder
Summary Disposition	Second stage of the disciplinary process for a youth who violates a rule/condition of aftercare supervision. [ch. 17 CMM] Also, a term used in the disciplinary procedures in a JCI under ch. DOC 373, Adm Code. [Guide to Administrative Rules]
Superintendent	The head administrator of a JCI.
Supervision	The rights and duties of DOC or county department under Wisconsin law with respect to a youth placed under the legal supervision of DOC or a county department.
Supervisor	A DJC community corrections supervisor (supervises agents) or any of various classifications assigned to the role of supervisor at a JCI.
Table of offenses	Document that lists criminal offenses by statutory number and provides information about the offense; includes tables of SJOP offenses and statutes with special requirements. [MyDOC/About DOC/Manuals/DJC CMM]
Termination of Type 2 Supervision	The process of ending a youth's type 2 community supervision and returning her or him to a JCI. (formerly called "permanent return") [ch. 15 CMM]

Transition planning	Period of time during which DJC staff and others involved in the life of the youth make specific plans for the youth's return to the community from a JCI or for a change in the youth's legal status; e.g., type 2 to aftercare supervision. Transition process from a JCI to the community generally begins approximately 90 days prior to anticipated date of youth's return to the community from a JCI. [ch. 10 CMM]
Trial Visit	An authorized leave of up to 28 days from a JCI to explore the feasibility of a particular community placement. [ch. 8 CMM]
Type 1 Secured Correctional Facility	Correctional institution operated by or contracted for by DOC or DHS for holding delinquent youth in secure custody, s. 938.02 (19), Stats.: Copper Lake School, Lincoln Hills School, and Mendota Juvenile Treatment Center. [ch. 1 CMM & DOC website/DJC/type 1 institutions]
Type 2 Residential Care Center (RCC)	A privately operated institution designated by DOC to provide care and maintenance for youth placed under the supervision of either a county department or DJC; a Residential Care Center that meets special licensing requirements. [ch. 14 CMM]
Type 2 institutional status	Legal status (institution without walls) of a youth residing in the community under correctional supervision; type 2 RCC, CSP, or community phase of SJOP.[chapters 10 & 13-15 CMM]
Type 2 Secured Correctional Facility	A secured correctional facility or "institution without walls" includes a Type 2 RCC, community phase of the Serious Juvenile Offender Program (SJOP) or the Corrections Supervision Program (CSP). [chapters 10, 13 –15 CMM]
V.I.N.E.	Computerized system whereby an eligible person may obtain information regarding a sex offender; Victim Information and Notification Everyday. [ch. 22 CMM]
Victim restitution	Amount of money and/or community service hours ordered by a court that the youth must pay a victim/witness of the youth's delinquent behavior. [Ch. 21 CMM]
Victim/Witness Surcharge	Statutorily determined \$20.00 that an adjudicated juvenile must pay to the clerk of court or, if in a JCI, the state department of administration. [ch. 21 CMM]
Victim notification	S. 938.51, Stats., requires DJC to provide notification to victims/witnesses with a request for notification on file at specific times (movements) of the delinquent. [Ch. 11 CMM]
Waived juvenile	A juvenile tried in a criminal court following a waiver hearing granting jurisdiction to a criminal court rather than a juvenile court. Juvenile is convicted as an adult and placed in a JCI, generally due to being less than 16 years old. [chapters 3 & 20 CMM]

Wisconsin Delinquent Offense Categories	Four categories (I, II, III IV) used by counties as part of the Juvenile Classification System to rate the seriousness of a juvenile's offense. DJC provides technical assistance to counties. [see DOC website, DJC, Technical Assistance to Counties]
Youth	A person supervised by DJC under the authority of a juvenile court or criminal court regardless of age.
Youth Aids	Community youth and family aids programs which provides each county in Wisconsin with an annual allocation of state and federal funds from which a county may pay for juvenile delinquency-related services. [see DOC website, DJC, Youth Aids]
Youth complaint	Document completed by a youth exercising her or his right to submit a written complaint regarding certain aspects of correctional supervision. [ch. 23 CMM]
Youth Institution Handbook About Administrative Rules	Publication distributed to all youth to explain administrative rules applicable at a JCI. [ch. 1 CMM]